

PUBLIC LIBRARY STAFF EDUCATION PROGRAM

Frequently Asked Questions from Students

(rev. 1/8/03)

Question:

I'm applying for admission to library school for the spring semester, not fall. Can I apply under this current application cycle, or do I have to wait until spring?

Answer:

You may apply now. The current application cycle is for individuals who will be either attending or starting library school during the upcoming fall, spring and summer semesters. The application cycle only opens once every year.

Question:

I applied for admission to library school but haven't heard yet as to whether or not I've been accepted. What should I do?

Answer:

Go ahead and submit your application. If you are selected to receive a tuition reimbursement award, be prepared to submit evidence of acceptance into library school if requested.

Question:

At my library, I'm classified as on-call/substitute staff. Am I eligible to apply?

Answer:

Check with your employer. The determination as to whether or not they want to consider you as part-time staff for the purposes of this program is a decision to be made by your employing library.

Question:

On the application you ask for the list of courses to be taken. I'm not sure if the courses I want to take will be offered in the spring or summer. What should I do?

Answer:

Go ahead and list the courses you intend to take. We realize that the courses you list may not be offered during a given semester and that other courses may have to be substituted.

Question:

The instructions say the application cannot be handwritten. I don't have a typewriter. Can I re-type the application on my computer?

Answer:

Yes, the application may be re-created on your computer. However, it must mirror the printed application exactly. A copy of the application in a Word document was also e-mailed to all public library directors and the library schools.

Question:

I received an award this year, and am applying again for a subsequent year. Where on the application do I indicate I'm a past recipient so that you know to add the extra points to my score?

Answer:

The State Library maintains records of past award recipients. When applications are received, State Library staff check to see if an applicant is a past recipient, and if so, adds the extra points to the applicant's score during the scoring process. If for some reason your name has changed, please indicate your former name on your application.

Question:

I received an award two years ago. Will I still get the extra points?

Answer:

No. Applicants will only receive the additional points if they received an award in the year previous to the current application period.

Question:

Is there a limit to the number of years for which I can receive funding under this program?

Answer:

Yes. Five years is the maximum.

Question:

If I take a graduate library school course through Open University prior to being officially admitted to the program, can I get reimbursed for that course?

Answer:

No. Courses taken through Open University are not eligible for reimbursement. Only those courses taken once the student has been admitted to the program are eligible for reimbursement.

Question:

The new application packet does not include summer semester. Does it mean that courses taken during summer semester will no longer be reimbursed?

Answer:

The 2002 summer semester is not listed on the current application because it is covered in the 2002/03 program. The grant cycle is in the process of being realigned. We expect the summer 2004 semester to be included in the 2004/05 program.

Question:

The semester fees I pay are higher than those listed in this application packet. Why am I only reimbursed at the rates listed in the application packet?

Answer:

The tuition rates listed in the application are those provided to us by the library schools. Therefore, award amounts are based upon those tuition rates. The semester fees paid by students often include the tuition fee, plus other student fees that are not eligible for reimbursement.

Question:

When will I be notified as to whether or not I was selected to receive an award, and who will notify me?

Answer:

The anticipated notification date appears in the application packet. Since this program only allows grant funding to be provided to libraries, the official applicant your library. Therefore, notification of awards/non-awards will be sent to your library director who in turn will notify you of the resulting decisions.